

<b>CONTRACT MEMORANDUM OF TRANSMITTAL</b> <i>(Negotiated Acquisition)</i>				DATE
1. TO:		2. FROM:		
3. BUYER (Name and Telephone No. and Extension at Contracting Activity)	4. CONTRACTING OFFICER (Name and Telephone No. and Extension at Contracting Activity)	5. TYPE OF CONTRACT (See FAR, Part 16)	6. CONTRACT NO.	
<i>Request review and approval of contractual document cited above based on papers inclosed and information furnished herewith.</i>				
7. NAME AND ADDRESS OF CONTRACTOR <i>(Include Division Reference)</i>	8. AMOUNT OF CONTRACT THIS CONTRACT INVOLVES THE TOTAL AMOUNT OF \$ _____ OF THE ABOVE FIGURE: \$ _____ IS OBLIGATED \$ _____ IS COMMITTED \$ _____ IS UNFUNDED \$ _____ FUNDED AT TIME OF CALL OR DELIVERY ORDER.		9. FEE OR PROFIT INFORMATION TOTAL DOLLAR AMOUNT OF PROFIT OR FEE \$ _____ PERCENTAGE RELATIONSHIP OF ABOVE AMOUNT TO COST _____ % APPLICABLE FORMULA IF INCENTIVE PROVISION INCLUDED: TARGET PROFIT OR FEE RATE _____ % SHARING ARRANGEMENT _____ CEILING PRICE _____ % PERFORMANCE INCENTIVE _____	
10. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES <i>(Give quantity and reflect unit prices of the major items if possible. If other than aircraft or missiles, briefly identify end use.)</i>				
11. NEGOTIATED PURSUANT TO PROVISIONS OF FAR, PART 15.				
12. LETTER CONTRACT DATA <input type="checkbox"/> LETTER CONTRACT EFFECTIVE _____ AS APPROVED BY _____ BEING SUPERSEDED: <input type="checkbox"/> COMPLETELY <input type="checkbox"/> PARTIALLY AS FOLLOWS:				
13. UNPRICED ORDER DATA <input type="checkbox"/> UNPRICED ORDER ISSUED _____ (Date) AS AUTHORIZED BY _____ <input type="checkbox"/> DATE FINAL NEGOTIATIONS COMPLETED _____				
14. METHOD OF SELECTION OF SOURCE _____ PROPOSALS SOLICITED. _____ PROPOSALS RECEIVED. <input type="checkbox"/> AWARD MADE TO THE LOWEST SOURCE AS TO PRICE. <input type="checkbox"/> AWARD MADE TO OTHER THAN LOWEST SOURCE AS TO PRICE. <i>(Cite brief reasons for rejection of lower proposals or indicate other method used for making award.)</i> <input type="checkbox"/> IF ONLY ONE SOURCE SOLICITED INDICATE: <input type="checkbox"/> THE NAME AND TITLE OF THE INDIVIDUAL WHO AUTHORIZED ACCOMPLISHING THE ACQUISITION ON A NON-COMPETITIVE BASIS. _____ <input type="checkbox"/> BRIEF REASONS SUPPORTING THE SINGLE SOURCE SELECTION. _____				
15. PRICE COMPARISON <i>(Indicate the previous prices paid for same or substantially same items, date of contract, quantity acquired, contract number, and indicate briefly the reason for change in price.)</i>				
16. NARRATION OF CONTRACTING ACTION <i>(Attach hereto as Exhibit A)</i> The purpose of the narrative of the contracting action is to briefly cite a summary of the acquisition, high-lighting the significant aspects and problem areas. Any deviation or change from standard procedures for such type acquisition should be explained.				
TYPED NAME AND ORGANIZATIONAL SYMBOL			SIGNATURE	